# Sub Lesson Plan Template - Example Filled

## 1. Teacher & Class Information

Date: August 15, 2025

Class/Grade Level: 5th Grade

Subject(s): Reading, Math, Science

Teacher Name: Mrs. Smith

Room #: 205

Emergency Contact (Admin/Lead Teacher): Mr. Johnson, ext. 1234

## 2. Welcome & Class Expectations

Morning Greeting/Opening Activity: Greet students at the door and direct them to begin the “Do Now” activity on the board.

Behavior Expectations: Follow school rules, stay in seats, be respectful, raise hand to speak.

Incentive/Reward System: Class earns points toward Friday free time if expectations are met.

## 3. Daily Schedule

|  |  |  |
| --- | --- | --- |
| Time | Activity | Notes |
| 8:00–8:15 | Morning Work / Do Now | Posted on board; students work silently. |
| 8:15–9:00 | Reading | Guided reading groups—see chart. |
| 9:00–9:45 | Math | Follow lesson steps on worksheet. |

## 4. Lesson Directions (Step-by-Step)

Subject: Math

Learning Goal: Students will multiply fractions with like and unlike denominators.

Materials Needed: Textbook p. 145–147, pencils, paper, fraction strips.

Instructions: 1) Review objective, 2) Model example problems, 3) Guide students in practice, 4) Assign independent work, 5) Review answers.

## 5. Student Support & Differentiation

Students Who May Need Extra Help: See seating chart for highlighted names.

Fast Finishers: May work on extension problems in the 'Enrichment Folder.'

Modifications: Provide visual aids and reduce number of problems for IEP students.

## 6. Classroom Management Tools

Seating chart attached. Positive reinforcement: verbal praise, class points.

Redirection strategies: proximity, non-verbal cues, private check-ins.

## 7. Technology & Logins

Devices Needed: Chromebooks

Websites / Platforms: IXL (username: student#), Google Classroom.

## 8. End-of-Day Procedures

Review day's learning goals, clean up, dismiss according to bus/car rider/walker list.

## 9. Notes for the Teacher

Lessons completed: All math and reading activities completed.

Students absent: 2

Behavior concerns: None

Positive notes: Students were cooperative and engaged.